

*Recycle these items:*

GLASS BOTTLES & JARS

ALUMINUM CANS

TIN, STEEL, BI-METAL CANS

AEROSOL CANS

CORRUGATED CARDBOARD

PLASTIC BOTTLES & JARS

RECHARGEABLE BATTERIES

NEWSPAPER

MAGAZINES

PAPERBACK BOOKS

COMPUTER PAPER

LETTERHEAD

ELECTRONICS\*

*\*Please refer to supplemental UNIVERSAL WASTE RULE*



#### COMMERCIAL HAULERS IN GALLOWAY TOWNSHIP\*

Waste Management 1-800-472-7335

Magic Disposal 646-0758

*CALL TO ARRANGE FOR BOTH SOLID WASTE AND RECYCLING COLLECTION*

*\*Partial list only. Consult your phone book for complete listing.*

Atlantic Co. Utilities Authority\*\* 272-6950

*\*\*Recycling Collection Only*

*For further information, contact:*

THE GALLOWAY TOWNSHIP DEPARTMENT OF  
COMMUNITY EDUCATION

652-9265

[bfiedler@gallowaytp-nj.gov](mailto:bfiedler@gallowaytp-nj.gov)



Business Recycling  
In  
Galloway Township



## Do a Waste Audit...

Really get to know your trash! Here's how: Save samples of all that is disposed of for one week. Separate the material into recyclables, paper trash (cups, plates, coated boxes, etc.) food wrappers, non-recyclable plastics (Styrofoam, disposable cutlery), etc.

- ♦ What have you found that can be REUSED?
- ♦ What disposables are unnecessary and could have REUSABLES substituted for them? How much paper was recycled that only had one side used?
- ♦ Can cloth towels be used in the rest rooms instead of paper towels? And if you are using paper towels, please be sure that they are made from recycled material.
- ♦ Are things being discarded (notebooks, pens, etc.) that could be used by another department or company?

*REMEMBER: KEEPING EXCESS MATERIALS OUT OF YOUR TRASH WILL RESULT IN LOWER DISPOSAL FEES!*

## Reduce...

Practice waste prevention. This simply means eliminating waste before it is created. It may be as simple as not purchasing products that have excess packaging; or not promoting the manufacturing of such products.

- ♦ Buy in bulk whenever possible.
- ♦ Buy products that are durable and will last.
- ♦ Use both sides of the paper when copying.
- ♦ Use reusable mugs, plates, and cutlery in the lunchroom.
- ♦ Use inter office e-mail (when available) for memos.

When office equipment is due to be replaced, consider more environmentally friendly choices. For instance: a copier that will duplex.



## Successful Strategies...

- ◆ *Get everyone involved! From custodial staff to executives, every individual in your company should understand the program's goals.*
- ◆ *Make the rules clear...if someone is confused about proper disposal, they are likely to do the wrong thing. List what is recyclable and how to properly separate materials.*
- ◆ *Distribute information periodically so that all employees are up to date on changes.*
- ◆ *Provide an abundance of receptacles for trash and recycling so that everyone can easily reach them. Ideally, a small container for recycling should be next to a small trash can under each desk; A paper recycling receptacle should be next to every copier; and a container for cans and bottles in every lunch area.*
- ◆ *Mark all receptacles clearly. Stickers are available, free of charge, through this office.*
- ◆ *Post reminder notes in appropriate places; i.e., a flyer over the copy machine to encourage two sided copying.*
- ◆ *Purchasing agents should be on the lookout for special offers on bulk, recycled-content items.*

## A GUIDE TO EFFECTIVE MANAGEMENT OF RECYCLING AND SOLID WASTE FOR GALLOWAY TOWNSHIP BUSINESSES AND INSTITUTIONS



Yes, it is the law to recycle; by Township Ordinance each commercial entity and institution must arrange for the collection of source-separated trash and recycling. This shouldn't, however, be looked upon as a burden...

Many companies in Galloway Township have found that by recycling and reducing materials that would otherwise become trash, they can actually realize a substantial savings!

***IT'S GOOD BUSINESS TO RECYCLE !***